



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 3/19/2013	<u>Interviewer:</u> Laura Langley	RFA #13 – 16
<u>Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> Associate Professor [REDACTED].		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.)</u> Another faculty member		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male Female Administrator Faculty Staff Student
Concern Regarding: Male Female Administrator Faculty Staff Student

Category: (Please check at least one)

<input type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Creed	<input type="checkbox"/> Disability	<input type="checkbox"/> Veteran Status
<input type="checkbox"/> Marital Status	<input type="checkbox"/> National Origin	<input type="checkbox"/> Race	<input type="checkbox"/> Religion	<input type="checkbox"/> Retaliation
<input type="checkbox"/> Sex/Gender	<input type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Employment	<input type="checkbox"/> Genetic Information
<input type="checkbox"/> Gender Identity or Expression				

Time Line		
Date	Item	Comments
3/19/2013	LKL t/c with [REDACTED]	[REDACTED] received message from student re: concern with a class in [REDACTED]. Student says singled out when he attended class, felt uncomfortable, stopped attending. Per [REDACTED], the faculty member has a reputation for making students, especially female students, feel uncomfortable. Three other students have complained about him this term; so demoralized they don't complete evaluations.
	Sue t/c with [REDACTED]	Issue was resolved to student's satisfaction. [REDACTED] addressed the issue with the faculty member directly.